



Educational Technology

School District of Philadelphia
440 North Broad Street, Suite 402
Philadelphia, PA 19130

Phone: 215.400.4420

Fax: 215.400.4421

Web: <http://www.philasd.org/offices/edtech>

Wiki, Blog and Other Web 2.0 Application Usage Guidelines

Wikis, blogs and other Web 2.0 applications have great potential as classroom tools. They can connect teachers and students beyond the classroom walls and should only be used with students as part of mindfully constructed teaching and learning opportunities.

When choosing to enhance instructional practice with a wiki, blog or other Web 2.0 application, please consider reviewing the following guidelines with your students:

- Be polite. Never send or encourage others to send abusive messages.
- Use appropriate language. Never swear, use vulgarities or any other inappropriate language.
- Identify yourself on all correspondence. Do not send anonymous messages or represent a message to have been written by another.
- Respect the ideas of others. Be sure any additions or comments are constructive to the process.
- Respect yourself and others. Never post personal, private or school related (i.e. grades) information about yourself or anyone else.
- Be thoughtful and respectful when participating in online discussions and collaborative online projects. Remember that once a message is posted, it cannot be deleted; only your instructor has this ability.
- Be responsible when using wikis and blogs for project purposes: **for the text, audio, video and graphic material as well as any links that you post onto a wiki page.** Teachers have access to an edit history that identifies what was edited, when it was edited, and who did the editing.
- Express your thoughts in complete sentences and do not use instant message or texting slang ("lol" for example).
- Be aware that the inappropriate use of electronic information resources can be a violation of school rules, local, state and federal laws, and you can be prosecuted for violating those laws.

Consequences for serious incidents should follow the guidelines of the School District of Philadelphia Student Handbook. It is recommended that appropriate consequences for other violations be decided on and assigned in conjunction with your principal.